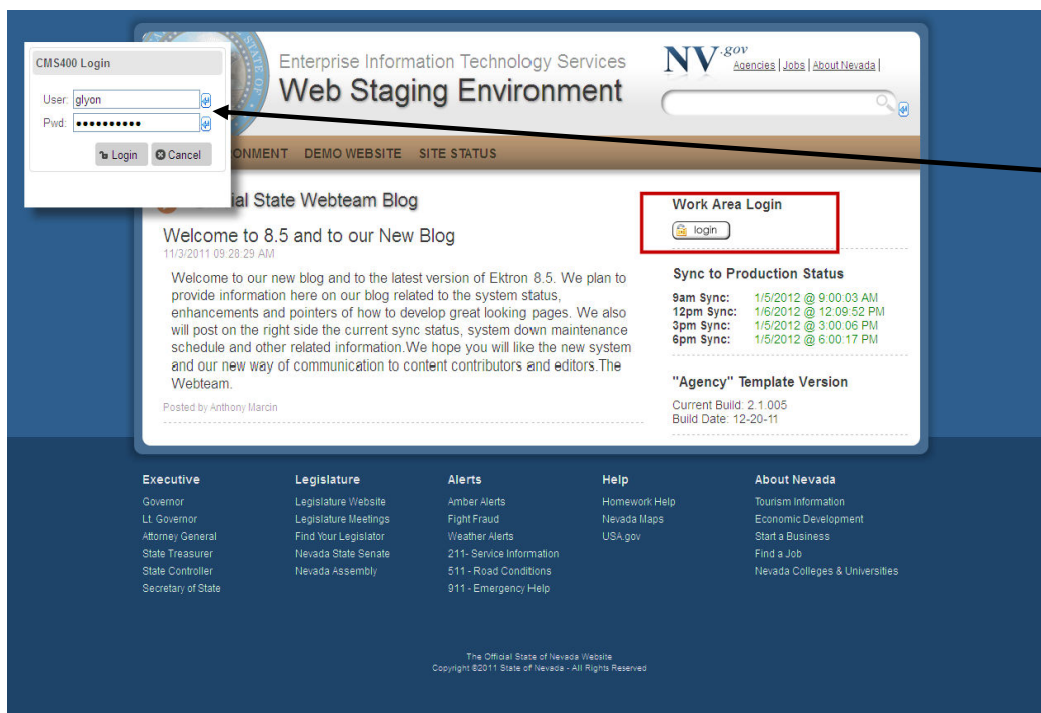


Quick Reference for Adding Content

1. Log in to <http://staging.nv.gov> using your email login credentials.



Clicking on this....



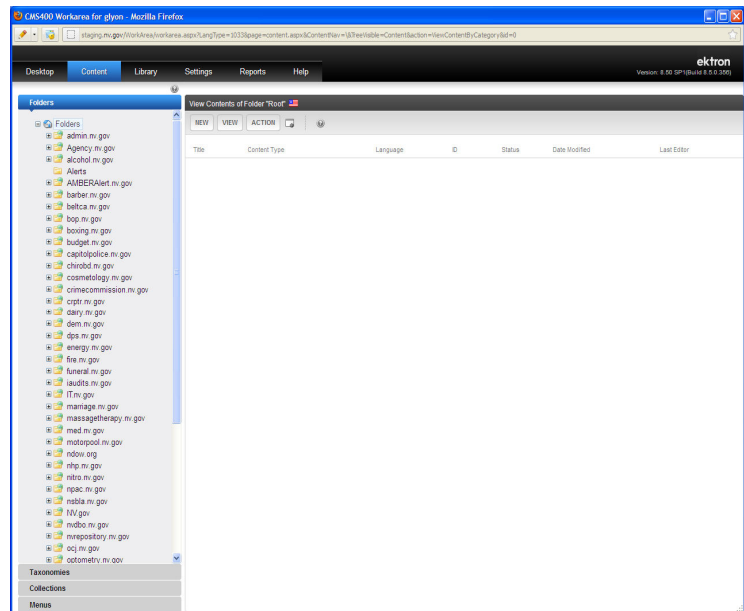
...will cause the login dialog to appear.

2. Select the “Workarea” button...

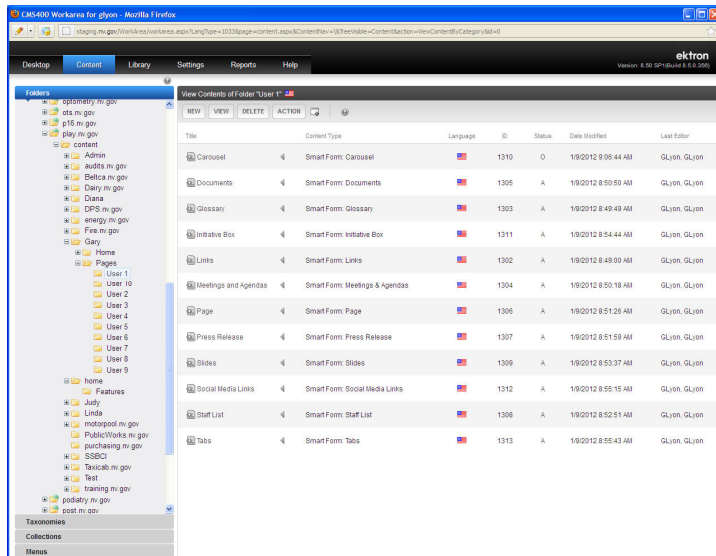


Clicking on 'Workarea' ...

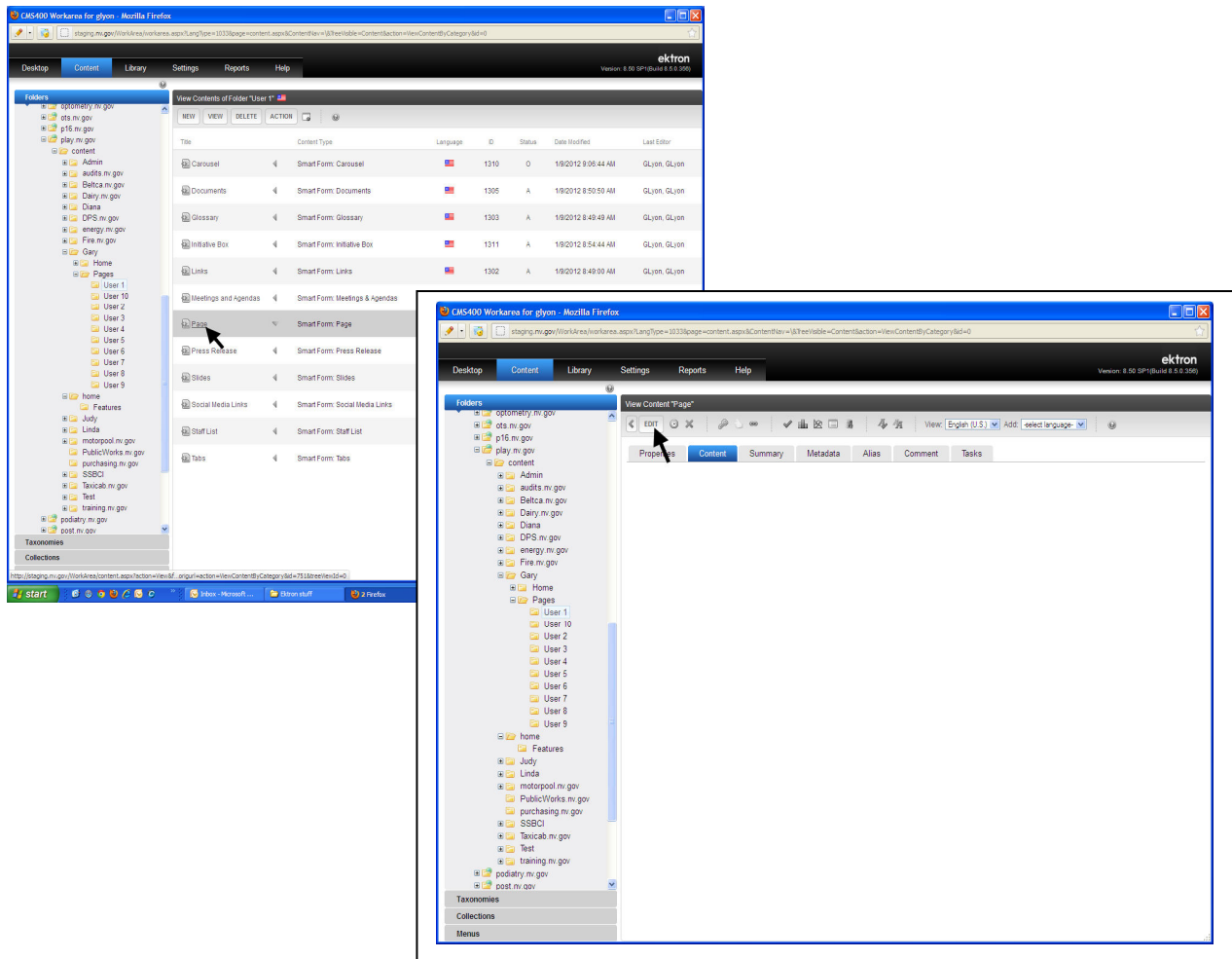
Will open a new window displaying the Ektron workarea.



3. Select the plus sign (+) next to your domain name (i.e. play.nv.gov) and navigate to the folder where the page you want to edit is located.



4. Click on the type of Smart Form you want to edit, then select the 'Edit' button in the toolbar at the top of the page.



5. Enter your content using the Smart Form Guide for the type of Smart Form you are editing.

The screenshot shows the 'ektron CMS400 Workarea' interface. The 'Content' tab is selected, and the 'Edit Content in Folder "/>

6. Select the 'Alias' tab and enter a name to represent the URL for the page.

The screenshot shows the 'ektron CMS400 Workarea' interface. The 'Alias' tab is selected, and the 'Edit Content in Folder "/>

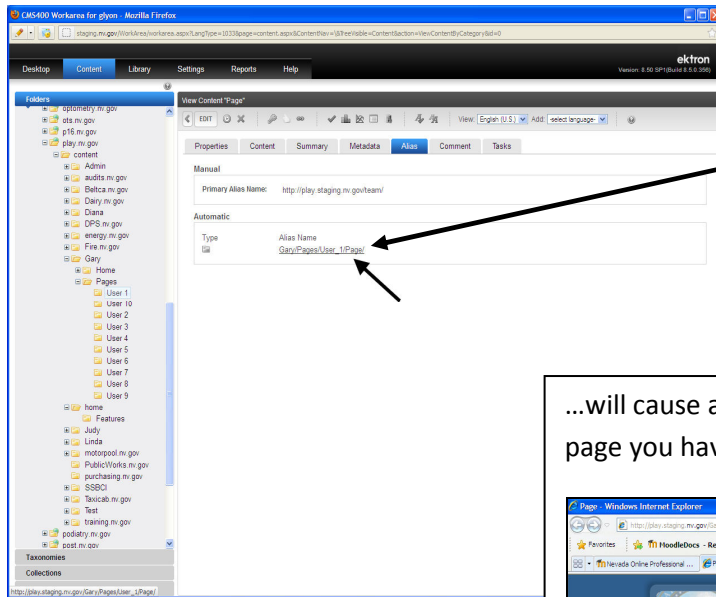
7. Select the 'Metadata' tab and enter/update keywords that related to the content of the page so it can be more easily found by search engines.

The screenshot shows the 'Edit Content in Folder "User 1"' window in the CMS400 Workarea. The 'Metadata' tab is selected. The 'Main Module' section has a 'Text' field containing 'management team'. The 'description' section contains the text 'Department of Administration leadership management team biographies leadership team'. The 'keywords' section is empty. The 'title' section is also empty. Arrows point to the 'management team' text and the description field.

8. Select the "Publish" button in the top toolbar.

The screenshot shows the same 'Edit Content in Folder "User 1"' window. An arrow points to the 'PUBLISH' button in the top toolbar. The 'Main Module' section has a 'Text' field containing 'management team'. The 'description' section contains the text 'Department of Administration leadership management team biographies leadership team'. The 'keywords' section is empty. The 'title' section is also empty.

9. Select the “Alias” tab, then click on the hot link under “Alias Name” to display the page and verify the content appears as you want it to.



...will cause a window to open in your browser displaying the page you have edited.

